



THE GLOBAL STANDARD
FOR LIVESTOCK DATA

**ICAR Chief Executive Report for ICAR Board Meeting
20:00 – 21:00 CET, Tuesday 24th, 2019.**

**Author: Martin Burke
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Table of Contents

1. GOALS / PRIORITIES 2019.....	2
2. PREVIOUS BOARD ACTION UPDATES	3
3. ICAR TO NETHERLANDS UPDATE	3
4. ICAR CE VISIT TO CHINA	5
5. ICAR SUB COMMITTEES / WORKING GROUPS.....	5
6. ICAR BOARD NOVEMBER 14 TH /15 TH - PROPOSED AGENDA.....	6
7. ICAR CONFERENCES	6
8. FUTURE ICAR / S. ICAR BOARD MEETINGS.....	7

NOTE: THOSE PARTS OF THE CE REPORT HIGHLIGHTED IN **YELLOW** BELOW ARE IN THE OPINION OF THE CE THOSE THAT REQUIRE FURTHER DISCUSSION OR BOARD DECISION / APPROVAL.

Chief Executive Report to ICAR Board

Sept 24th, 2019

1 Priorities 2019

Table 1. CE ICAR /S.I. 2019 priorities ;

Emphasis Work Area	Key Metrics
Relocation of ICAR office to selected location	• Provide vision and business case for the new location • Ensure the relocation plan is for the broad good of ICAR and Service ICAR • Maintain ICAR as a neutral and non-government organization in the new location • Final location determined with office and support services narrowed down for final decision
ICAR Company Structure & Business Staffing Plan for ICAR and Service ICAR in NL	• Staffing plan with position descriptions including responsibilities and financial resources developed • Recruitment process where required, started to identify candidates • Transition plan developed for staffing plan with employees and consultants to ICAR • Employee handbook for new location completed
Financial Plan for ICAR and Service ICAR	• Implement financial software and statement formats • Develop risk analysis of revenue streams • Develop plan for budget level of revenue needed to support the activities of ICAR and Service ICAR for stability over next 3 years • Finalize FY 2020 Budget for ICAR and Service ICAR
Coordination of groups and general management areas	• Prioritize work areas for major ICAR groups including overlap with Interbull Centre • Interact with groups to facilitate connections between groups and ICAR overall (connectivity to network) • Management of staff and consultants to allow for best efforts and better the effectiveness of ICAR • Continue and develop new promotion of ICAR brand • Develop a 3 year strategic plan for ICAR and Service ICAR that includes multiple options for consideration

2 Update on Action Items from Previous ICAR Board Meeting(s)

Table 2. Update on Items that are not addressed elsewhere in this September 24th CE Board Report.

<u>Area</u>	<u>Item</u>	<u>Status/ACTION</u>
2.1 Agriculture Victoria Services (AVS) Patent challenge	Strategy is one of collaboration with AVS. Reinhard Reents, Brian van Doormaal and others working out ; 'agreement' with AVS – meetings ongoing...	Once the agreement has been reached Reinhard will send a communication to EFFAB Patent Watch (PW) group to inform them. CE received no update over the summer – check with Reinhard/Bianca
2.2. Board Committees	Governance Committee – Board agreed Feb 7 th , 2018 to convene such a committee.	Daniel Lefebvre is Chair of this Governance Committee with the following members will make up the committee; Bianca Lind, Laurent Journaux, Bevin Harris and Jorge Lama. 1 st task is to define the ToR. Action Daniel/Martin

3. ICAR Office Move from Italy to Netherlands (for Board info)

In August I did two visits to Utrecht to further progress the ICAR Re-Location to the Netherlands. First visit was from 13- 15th August with me and staff and the second visit was on 27th - 30th August with ICAR President and Vice Presidents. (Jay, Niels, Daniel)

Here is an update on progress made (up to Sep 18th);

- **Business Structure:** ICAR will set up an 'Association' in the Netherlands. An Association in NL can have a VAT number and can issue invoices. Associations have zero tax on any profits up to a maximum of €15,000 after which profits are taxed. Once this is set up and working (i.e. doing business, invoicing etc) only then we will begin to close down Service ICAR and ICAR Italy. The NL Association will have one P&L and one Balance sheet, simpler.

Item for Approval: The Board will review and approve the recommendation of the implementation of ICAR as a business structure as an **Association in the Netherlands**

- **Office Location:** ICAR will be located at HNK Utrecht Centraal Station op de Arthur van Schendelstraat 650 – 748, Utrecht. (this is a modern co-working space, 15 min walk from Utrecht train station). CE initially will sign a contract with HNK as we go from one desk to 4 desks there.
- **Accounting Partner:** The CE and Relocation team asked 3 shortlisted firms to present their proposal at a face to face in Utrecht office in HNK on August 14th. Resulting from that review the CE chose the firm **deJong&Laan**, who are

Chief Executive Report to ICAR Board

Sept 24th, 2019

experienced in supporting companies in Agriculture including the likes of Join Data in NL. See <https://www.jonglaan.nl/>

Item for Approval: The Board will review and approve the accounting firm of **deJong&Laan**. This will include the scope and delivery of the proposed services.

- **Notary/Legal:** We asked the Accounting partners deJong&Laan to recommend some notary/law firms that they knew and could work in tandem with ICAR (and them as accounting partner) as we set up ICAR NL. To this end a firm called '**Nysingh** notary' were recommended. See <https://www.nysingh.nl/en/>. They will help us register the Association in NL and they also have Labour law expertise, which we will use as we set up to hire NL staff. On August 29th Jay, Niels, Daniel, Frido, Hans and I met with the Accountant and Notary in a joint meeting to review the proposed company structure and steps required to set up ICAR NL . See next steps below*

Item for Approval: The Board will review and approve the notary and legal firm of **Nysingh** who have worked with deJong&Laan in the past. This will include the scope and delivery of the proposed services. Some of these services have been started to keep the process moving.

ICAR NL still has to select a legal firm in NL – to be done (may use Nysingh, will have to arrange meeting/visit).

- **Contracts Inventory:** CE and staff have drawn up an initial list of contracts that need to be transferred from Italy to the new ICAR NL Association. With the exception of the employee and local Italian office related contracts we plan to transfer without having to represent and re-sign the existing contracts with test labs, manufacturers. This will be part of the review with ICAR legal team in Italy and new legal partners in Q4, 2019.
- **Budget/New Staff:** With the move to The Netherlands we have an opportunity to modernize the skill set in ICAR. One new member of staff will be the hire of a Project Engineer - to provide technical support/coordination to the work of our key Groups/Sub Committees. CE is working through the budgetary process to resource this new approach and this 2020 structure and budget will form the main discussion points in our face to face ICAR Board meeting planned for Utrecht, 14th and 15th November.

* Next Steps Sept/Oct;

1. ICAR Board reviewed statutes (amended for Dutch law) as circulated by Elena on 21st August and these are now sent for translation as draft statutes / articles of association (the "**AoA**") in Dutch language;
2. Preparation draft deed of incorporation in Dutch;
3. Preparation draft informal translation deed of incorporation in English;
4. Preparation of a data card for each managing director that will be appointed (**such data card needs to be legalized, provided with authorization certificate and apostilled if the person was not identified by Nysingh**); ICAR Board Members to send Elena their 'data cards' from your country's notary by Sept 27th

5. Execution of the notarial deed of incorporation;
6. Issuance of true copies of the deed of incorporation (including informal translation);
7. Registration of the incorporation of the Vereniging (Association) as well as the managing director(s) at the trade register of the Dutch Chamber of Commerce.

4. CE Visit to China: Sept 15th – Sep 22nd

- 1) 16th Sept - CE and Kees de Kees de Koning attended an inaugural 'round table' meeting to form a National 'Animal Recording Committee' for China on 16th Sept in Beijing. CE presented the ICAR building blocks for recording and evaluation, providing them a standard roadmap, with key ministry actors participating including DAC, CUA. Both ICAR members were present namely Shandong and Shanghai DHI/breeding Centres. Good feedback especially around DHI Reports, as unofficially there are issues with the DHI data in China – this would need to be addressed internally before any talk of Interbull etc.
- 2) 18th September CE presented two papers at a 'Breeding Animal summit' which was held in advance of the inaugural EUROTier China expo in Qingdao. Bianca Lind also presented an update on the German Milk industry and its progress at the same conference.
- 3) 19th-20th September CE visited with our Chinese member Shaghai Dairy Center to review their DHI program, their Milk Lab PT results and AI station. CE was asked to do a mini audit and helped them understand their relevant ICAR Guidelines. A short review was conducted, and some recommendations made.

5. Sub Committee / Working Group / Task Force Updates

5.1 ICAR Milk Analysis SC – new member (for Board approval)

The ID SC is looking at add Dalia Riaukiene to its membership. Dalia is from our Lithuanian member, with over 16 years responsibility as Quality Manager for their DHI Milk laboratory.

Appendix 1. Dalia Riaukiene CV

CE recommends to the Board that Dalia be endorsed as member of the MA SC.

5.2. Certificate of Quality – over the summer three visit audits (full renewal) occurred for France, Slovakia and Croatia. In all cases the auditors recommended continuing certification which the CE endorsed. The renewed Certificates of Quality were sent to the respective members. If any Board members would like to read/review these reports just ask Elena for a copy.

6. Agenda (proposed points) for ICAR Board Nov 14th/15th Utrecht

For Board review and addition and comments;

Chief Executive Report to ICAR Board

Sept 24th, 2019

Topics for Nov 14th/15th:

- ICAR Mission Review - overhaul review by Board of ICAR's mission (I will send out current version two weeks before face to face)
- NL Move - progress and next steps
- Budget and Staffing plan 2020
- Groups Priorities/Prioritisation Process for 2020
- Governance Committee ToR (Daniel)
- Board Member vacancy -process / job description
- Interbull Agreement - update on plan/progress re governance
- ICAR 2020 - invite an update from HW /LOC committee
- ICAR Board meeting schedule 2020
- Newsletter Comms plan 2020
- AR appeal - latest
- CE Review 2019 and QPlus contract (in camera)
- Others??

Some of these may get covered in October Board meeting.

ICAR Board and Chairs Zoom meeting is scheduled for Wed Oct 30th 2000hrs CET. CE will circulate agenda to ICAR Board for input in next weeks.

7. ICAR Conferences (All Items for Board information only)

ICAR 2020 NL: 07th – 12th June 2020.

Location Leeuwarden, Netherlands now confirmed with dates from 07th – 12th June 2020. Initial skeleton program under discussion with LOC2020 ICAR and Interbull.

Prog Cttee 2020 'Circular Economy' theme agreed. Sub themes; Block chain Data analytics, Data governance to be explored.

Prog Cttee LOC2020 meeting was held on Thu 13th, 2019 – progress going well, Full LOC2020 + ICAR calls to start in October.

ICAR 2021 ESP: 07th – 11th June 2021

Manuel Luque of FEAGAS confirmed Toledo in Spain will be the location. (50 mins by train from Madrid).

ICAR 2022: Daniel Lefebvre confirmed the decision of the new Board of Lactanet has approved the hosting of the ICAR Conference in Canada in 2022. The CE has sent on the standard LOC-ICAR agreement and will work with Canada re necessary next steps.

8. Future ICAR and Service ICAR Board Meetings. (Note new date for Board & Chairs)
(Note ICAR Board 'face to face' on 14 and 15th Nov will be two full days)

8.1 Meeting Schedule Sep 2019 – Nov 2019.

Table 3. Future Meetings: Sep 2019 – November 2019. (Version 24/09/19)					
Org'n	Meeting	Date	Start-finish (CET)	Venue	Notes
ICAR	Board	Tue 24/09/2019	20:00 - 21:00	Rome	Zoom call
ICAR (with S.I. financial info)	Board	Tue 22/10/2019	20:00 - 21:00	Rome	Zoom call
ICAR CHAIRS	Board & Chairs	Wed 30/10/2019	20:00 - 22:00	Rome	Zoom call
ICAR	Board	Thu / Fri 14 th 15 th Nov '19	08:30 – 17:30 08:30 – 17:30	Utrecht HNK Office	2-day face to face

Martin Burke, Chief Executive,

Date 19th Sep 2019.